



Legislative Council Staff

Nonpartisan Services for Colorado's Legislature

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Employment Opportunity with the Colorado General Assembly

Agency:	Legislative Council Staff
Job Title:	Fiscal Analyst
Job Series:	Non-classified Position
FLSA Status:	Exempt; this position is not eligible for overtime compensation
Occup. Group:	Professional Services
Salary:	\$50,000 to \$75,000 annually, commensurate with experience
Release Date:	June 30, 2022
Apply By:	July 22, 2022

About Legislative Council Staff

Colorado Legislative Council Staff (LCS), the nonpartisan research agency of the Colorado General Assembly, is seeking a skilled and highly motivated professional to join our team as a Fiscal Analyst. In this position you will join an experienced team of policy and budget analysts and have the opportunity to play a critical role in the Colorado's legislative and budgeting process.

Legislative Council Staff is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. **We are committed to increasing the diversity of our staff. Therefore, we encourage responses from people of diverse backgrounds and abilities.**

Since 1953, the Colorado Legislative Council Staff (LCS) has provided nonpartisan products and services to the legislature and the public to support and inform the policy making process, preserve the legislative institution, and promote transparency. You will be joining an organization with a rich history that is driven by our mission, vision, and values. As a nonpartisan staff organization, our work is guided and informed by our commitment to:

- Service
- the Legislative Institution
- Excellence
- Integrity
- Respect
- Innovation

When you join LCS, you can expect:

- to fill a vital role in supporting Colorado's lawmakers to serve our state and uphold the democratic process;
- to join a supportive and collegial culture that is driven by our shared mission, vision, and values;
- to work for an organization committed to balancing our important work for the state legislature with employees' lives outside of work;
- to be supported in your continual professional development and growth; and
- to work for an organization that recognizes the unique talents, backgrounds, and contributions of our individual employees.

Additional information about Legislative Council Staff can be found at:

<http://leg.colorado.gov/agencies/legislative-council-staff>.

Job Summary

Primary responsibilities. As a Fiscal Analyst, you will be responsible for analyzing and writing fiscal impact statements on proposed legislation and ballot measures, and responding to questions about the fiscal impact of legislation from legislators, lobbyists, government officials, and the public. This position requires the ability to work in a nonpartisan manner in a partisan environment, and to provide objective information regardless of the issue or personal opinions.

Other responsibilities. You will also be responsible for writing research papers and issue briefs, working with special legislative study committees during the legislative interim, and researching and writing portions of the "Blue Book" voter guide on statewide election issues.

Required knowledge, skills, and abilities. We are looking for applicants who:

- can write clearly and concisely about complicated topics, convey information verbally through public speaking and in-person interactions with legislators; and communicate effectively with various audiences;
- have strong research and policy analysis skills;
- are good with numbers and calculations, such as budget calculations, caseload projections, and similar tasks;
- can manage their time and workload effectively in a fast-paced environment; and
- are proficient in Microsoft Word and Excel.

Preferred candidates will have knowledge of Colorado law, state government operations and budgeting, and the legislative process. We welcome candidates with experience and expertise in various areas of state government and public policy, but who can also work effectively across a range of policy areas of interest to the General Assembly.

Education and experience requirements. The minimum education requirement is a Bachelor's degree from an accredited college or university or equivalent experience. Preferred candidates will have either:

- a Bachelor's, Master's, or other postgraduate degree in public policy, public administration, economics, accounting, political science, or a related field; or
- two years of professional experience directly related to public policy, government budgeting, or legislative affairs.

Remote work. Legislative Council Staff offers a flexible work environment that is designed to meet the needs of the legislature and allow staff to work remotely most of the year. During the four-month legislative session (January to May), this position is required to be primarily in-person at the State Capitol, with one day or less per week of remote work. During the eight-month legislative interim (May through December) we offer a hybrid work environment where employees may choose to work remotely most days, or to come into the office. In-person attendance is required several days per month during the interim to support in-person committee meeting and attend other team functions.

Salary and benefits. The salary range for this position is \$50,000 - \$75,000 per year, with salary level within this range commensurate with education and experience. This salary range is intentionally large and intended to encourage both entry level and more experienced analysts to apply. Legislative Council Staff employees are not members of the state personnel system.

Legislative Council Staff is committed to providing employees with a strong and competitive benefits package that supports you, your health, and your family. Our benefits package includes:

- PERA retirement benefits, including the PERA Defined Benefit Plan or PERA Defined Contribution Plan, plus 401K and 457 plans;
- Medical, dental, and vision insurance coverage;
- Automatic short-term and optional long-term disability coverage;
- Life and AD&D insurance;
- Flexible Spending Accounts (FSAs);
- A variety of discounts on services and products available through the State of Colorado's Work-Life Employment Discount Program; and
- Credit Union of Colorado membership eligibility.

Our generous and flexible leave policies include:

- A minimum of three weeks of annual leave, based on tenure, and accrued on a monthly basis;
- Ten annual paid holidays;
- Sick leave;
- Flexible work schedules during the legislative interim; and
- A generous compensation time policy.

Application Process

Please email your application packet with “Fiscal Analyst Position” in the email subject line to:

Hiring Manager, Fiscal Notes Section, lcs.fiscalnotes@state.co.us

Application packet. Your application packet must include:

- your resume;
- a cover letter; and
- a list of three professional references.

You are encouraged, but not required, to provide a short writing sample of original research or other publication in your application packet. Files should be submitted in PDF or Microsoft Word format. Incomplete applications will not be considered. Because this position is with the legislative branch, there is no need to fill out the state application.

Agency contact information. If you have questions or need additional information about this position, please contact Bill Zepernick at 303-866-4777 or bill.zepernick@state.co.us.